Instructions for Completing Closing Totals Report

11

Sample Completed Closing Totals Report

Primary Election	General Election

Primary Election

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the Election Judge Training Handbook.

Source	Dem	Rep	Unaffil/ Other				Totals	
Voting Units (from VAC Worksheet)	440	300	62				802	A
Provisionals (from Totals Column on Provisional Worksheet)	14	5	3				22	B
Totals	454	305	65				= 824	C

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Election Judge Training Handbook.

Party	Total Checked In (Total)	Regular Touchscreen (Reg-TS)	Total Provisional Voters			
DEM	452	440	12			
REP	305	300	5			
NON	65	62	3			
Totals	822 D	802 E	20 F			

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the Election Judge Training Handbook.

	G
Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	802

Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chiefs Log.

To the best of my knowledge, this information is true and correct.

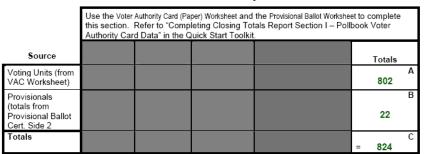| *Benson T. Evans*	*Elizabeth A. Bogovich*
DEM Chief Judge	REP/OTH Chief Judge

MCBOE Rev. 07/18/10

General Election

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the Quick Start Toolkit.

Source				Totals	
Voting Units (from VAC Worksheet)				802	A
Provisionals (totals from Provisional Ballot Cert. Side 2)				22	B
Totals				= 824	C

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the Pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Quick Start Toolkit.

	Total Checked In (Total)	Regular Touchscreen (Reg-TS)	Provisional Voters	
Totals	822 D	802 E	20 F	

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the Quick Start Toolkit.

	G
Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	802

Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chief's Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans	*Elizabeth A. Bogovich*
DEM Chief Judge	REP/OTHER Chief Judge

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the Election Judge Training Handbook.

Source	Dem	Rep	Unaffil/ Other			Totals	
Voting Units (from VAC Worksheet)	440	300	62			802	A
Provisionals (from Totals Column on Provisional Worksheet)	14	5	3			22	B
Totals	454	305	65			= 824	C

Steps for Completing *Section I – Voter Authority Card Data*

1. From the *Voter Authority Card (Paper) Worksheet*:

   - Enter the totals from Columns A-C for each party into the appropriate cells in the row labeled "Voting Units".

   - Enter the Total number of VAC's (Column D) into cell A.

2. From the *Provisional Ballot Certificate – Side 2*:

   - Enter the numbers from Column 7 for each party into the appropriate cells in the row labeled "Provisionals".

   - Enter the Total Provisional VACs from Column 7 into cell B.

3. Add cells A & B and place total in the cell under B.

Voter Authority Card (Paper) Worksheet

Use this worksheet to total voter authority cards and to complete the Election Certificate

1. Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
2. Do not include provisional Voters in this count.
3a. During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
3b. During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals.
4. Transfer totals at bottom to Section 1 of the Closing Certificate.
5. Place in Chiefs' Red Document Folder when complete.

Voting Unit	A Dems		B Reps		C Other		D Total VACs	E Total Ballots
0	95	+	78	+	15	=	188	188
1	93	+	49	+	9	=	151	151
2	82	+	29	+	24	=	135	135
3	88	+	64	+	10	=	162	162
4	82	+	80	+	4	=	166	166
5		+		+		=		
6		+		+		=		
7		+		+		=		
8		+		+		=		
9		+		+		=		
10		+		+		=		
11		+		+		=		
12		+		+		=		
13		+		+		=		
14		+		+		=		
15		+		+		=		
16		+		+		=		
17		+		+		=		
18		+		+		=		
19		+		+		=		
20		+		+		=		
Total	440	+	300	+	62	=	802 / 802 / 802	

These must be the same.
Transfer these totals to the first line of Section 1 of Closing Totals Report.

Provisional Ballot Certificate – Side 2

Chief Judges: sign AFTER the polls are closed.

We hereby certify that:

1. The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
2. ALL provisional ballots have been under the control of an election judge at all times during the day.
3. ALL spoiled ballots were placed in the spoiled ballot envelope.
4. ALL unvoted provisional ballots were counted and secured.
5. The following Voter Authority Cards (VACs) data relates to Provisional Voting:

		Regular Hours			Extended Hours			
		1. Pollbook VACs	2. Orange Substitute VACs	3. Total	4. Pollbook VACs	5. Orange Substitute VACs	6. Total	7. Election Total (Column 3 + 6)
A	Democrat	12	+ 2	= 14		+	=	14
B	Republican	5	+ 0	= 5		+	=	5
C	Unaffiliated	3	+ 0	= 3		+	=	3
D	Total Provisional VACs	20	+ 2	= 22		+	=	22

1. Enter data in columns 1, 2, 4, and 5 as appropriate.
2. Add each column down to fill in Row D.
3. Add totals in Columns 3 and 6 and record in Column 7.
4. Transfer totals in column 7 to Closing Certificate Section 1.

Record New Seal Number on Provisional Ballot Transfer Bag: _____

To the best of my knowledge, the above information is true and correct.

Benson T. Evans
DEM Chief Judge

Elizabeth A. Bogovich
REP Chief Judge

Complete BOTH sides of this Form.

Section II – Pollbook Data for a Primary Election

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Election Judge Training Handbook.

Party	Total Checked In (Total)	Regular Touchscreen (Reg-TS)	Total Provisional Voters			
DEM	452	440	12			
REP	305	300	5			
NON	65	62	3			
Totals	D 822	E 802	F 20			

Steps for Completing *Section II – Pollbook Data* of the *Closing Totals Report*

1. Print the *Consolidated Voter Counts Report* from the Pollbook using the following procedure:
   - Tap on the "Manage System" tab at the top right of the Main Screen.
   - Tap on the "Updates and Lists" tab in the middle of the screen.
   - Tap on the "Print Voter Counts Report".
   - Tap "Manage Polls" tab to return to the "Main Screen" after printing the report.

2. Transfer the all totals from the report to the appropriate box on the form.

Consolidated Voter Counts Report

Consolidation: # 16001001   EPB Number: 850208
Poll Description: Goshen Elementary School
Report Date and Time:
            09/14/2010   20:15:45

****

Party	Total	Reg-TS	Prov
DEM	452	440	12
REP	305	300	5
NON	65	62	3
TOT	822	802	20

****

_____
DEM Judge

_____
REP Judge

11.4

Section I – Voter Authority Card Data for a General Election

Closing Totals Report

Precinct Integrity Report

Section I – Voter Authority Card Data

Use the Voter Authority Card (Paper) Worksheet and the Provisional Ballot Worksheet to complete this section. Refer to "Completing Closing Totals Report Section I – Pollbook Voter Authority Card Data" in the Quick Start Toolkit.

Source					Totals
Voting Units (from VAC Worksheet)					A **802**
Provisionals (totals from Provisional Ballot Cert. Side 2)					B **22**
Totals					C = **824**

Steps for Completing *Section I – Voter Authority Card Data*

1. From the *Voter Authority Card (Paper) Worksheet*, transfer the Total number of VAC's (Column D) into cell A.

2. From the *Provisional Ballot Certificate – Side 2*, transfer the Total Provisional VACs from Column 3 into cell B.

3. Add cells A & B and place total in the cell under B.

Voter Authority Card (Paper) Worksheet

Use this worksheet to total voter authority cards and to complete the Election Certificate

1. Record the actual number of Voter Authority Cards (paper) from each Voting Unit Envelope.
2. Do not include provisional Voters in this count.
3a. During Primaries, add entries from Columns A, B and C across and then A-E down to compute Precinct Totals.
3b. During General elections, ignore columns A-C. Enter data in columns D & E; add down to compute Precinct Totals.
4. Transfer totals at bottom to Section 1 of the Closing Certificate.
5. Place in Chiefs' Red Document Folder when complete.

	Use During Primary Elections Only			D	E
Voting Unit	A Dems	B Reps	C Other	Total VACs	Total Ballots
0	+	+	=	188	188
1	+	+	=	151	151
2	+	+	=	135	135
3	+	+	=	162	162
4	+	+	=	166	166
5	+	+	=		
6	+	+	=		
7	+	+	=		
8	+	+	=		
9	+	+	=		
10	+	+	=		
11	+	+	=		
12	+	+	=		
13	+	+	=		
14	+	+	=		
15	+	+	=		
16	+	+	=		
17	+	+	=		
18	+	+	=		
19	+	+	=		
20	+	+	=		
Total	+	+	=	802	802

These must be the same.
Transfer these totals to the first line of Section 1 of Closing Totals Report.

Place in Chiefs' Red Document Folder when complete

Provisional Ballot Certificate – Side 2

Chief Judges: sign AFTER the polls are closed.

We hereby certify that:

1. The provisional ballot bag has been locked and under the control of an election judge at all times during the day.
2. **ALL** provisional ballots have been under the control of an election judge at all times during the day.
3. **ALL** spoiled ballots were placed in the spoiled ballot envelope.
4. **ALL** unvoted provisional ballots were counted and secured.
5. The following Voter Authority Cards (VACs) data relates to Provisional Voting:

	Regular Hours			Extended Hours			
	1. Pollbook VACs	2. Orange Substitute VACs	3. Total	4. Pollbook VACs	5. Orange Substitute VACs	6. Total	7. Election Total (Column 3 + 6)
Total Provisional VACs	20	+ 2	= 22		+	=	22

1. Enter data in columns 1 and 2. (If appropriate, enter data in columns 4 and 5.)
2. Add columns 1 and 2. Record in Column 3. (If appropriate, add Columns 4 and 5 and record in Column 6.)
3. Add totals in columns 3 and 6. Record in column 7.
4. Transfer total in column 7 to Closing Totals Report, Section 1.

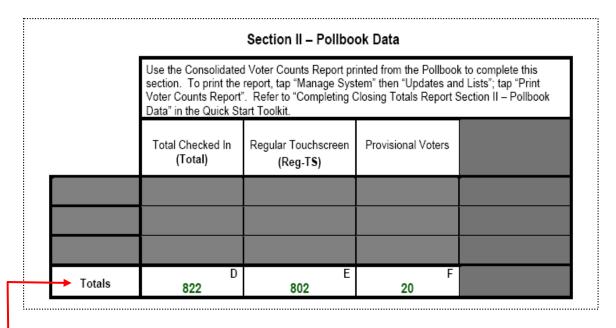**Record New Seal Number on Provisional Ballot Transfer Bag:** _____

To the best of my knowledge, the above information is true and correct.

Benson T. Evans   *Elizabeth A. Bogovich*
DEM Chief Judge   REP/OTH Chief Judge

Complete BOTH sides of this Form.

11.5

Section II – Pollbook Data for a General Election

Section II – Pollbook Data

Use the Consolidated Voter Counts Report printed from the Pollbook to complete this section. To print the report, tap "Manage System" then "Updates and Lists"; tap "Print Voter Counts Report". Refer to "Completing Closing Totals Report Section II – Pollbook Data" in the Quick Start Toolkit.

	Total Checked In (Total)	Regular Touchscreen (Reg-TS)	Provisional Voters	
	D	E	F	
Totals	822	802	20	

Steps for Completing *Section II – Pollbook Data* of the *Closing Totals Report*

1. Print the *Consolidated Voter Counts Report* from the Pollbook using the following procedure:
   - Tap on the "Manage System" tab at the top right of the Main Screen.
   - Tap on the "Updates and Lists" tab in the middle of the screen.
   - Tap on the "Print Voter Counts Report".
   - Tap "Manage Polls" tab to return to the "Main Screen" after printing the report.

2. Transfer the totals on the "Tot" line from the report to the appropriate box on the form.

Consolidated Voter Counts Report

Consolidation: # 16001001   EPB Number: 850208
Poll Description: Goshen Elementary School
Report Date and Time:
       09/14/2010   20:15:45

****

Party	Total	Reg-TS	Prov
DEM	452	440	12
REP	305	300	5
NON	65	62	3
TOT	822	802	20

****

_____
DEM Judge

_____
REP Judge

11.6

Section III – Voting Unit Data for a Primary/General Election

Section III – Voting Unit Data

Use the Accumulated Results Report/Tape from the voting units to complete this section. Refer to "Completing Closing Totals Report Section III – Voting Unit Data" in the Quick Start Toolkit.

	G
Total "Ballots/Public Counter" ALL Voting Units (from Accumulated Results Report/Tape)	802

Note: Totals in boxes A, E and G should be about the same. Explain differences, if any, in Chief's Log.

To the best of my knowledge, this information is true and correct.

Benson T. Evans
DEM Chief Judge

Elizabeth A. Bogovich
REP/OTHER Chief Judge

Steps for *Completing Section III – Voting Unit Data* of the *Closing Totals Report*

1. Using the *Accumulated Results Report/Tape* from the Accumulator locate the "Total Count" number and record this number in cell F.

2. Both Chiefs <u>must</u> sign the completed document certifying that the closing information is correct.

   If the numbers recorded in cells A, E & G are not the same, make a note in Chief's log as to why these numbers are different.
   (For example, voter checked in but left without voting on voting unit. Can not determine which voter did not vote.)

**************** ****

ELECTION RESULTS REPORT

**************** ****

Sample Election
September 14, 2010
7 A.M. to 8 P.M.
State of Maryland,
Montgomery, County

DATE: Sep-14-2010
POLL CTR: 13048G00

TIME: 21:02 09/14/2010
MACHINE SERIAL: 137043
PUBLIC COUNTER: 150
SYSTEM COUNTER: 1037

****
Accumulated Results For:
MachineID Copy   Count:
        0   0   188
        1   0   151
        2   0   135
        3   0   162
        4   0   166
****
Total Count: 802
****

****
** PRECINCT: 2240

11.7